

Position Title:	Activation Team Superintendent of Corrections Services (Pending SPB and DPA Approval)
Department:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF
Final Filing Date:	Thursday, August 21, 2008
Bulletin ID:	08072008_9

The Above-Named Examination Bulletin is Amended as Follows:

Currently, one vacancy is being filled in the following location:

Ventura



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Friday, August 8, 2008
<b>POSITION TITLE:</b>	Activation Team Superintendent of Corrections Services (Pending SPB and DPA Approval)	<b>FINAL FILING DATE:</b>	Thursday, August 21, 2008 <i>or until filled</i>
<b>CEA LEVEL:</b>	CEA 5	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,544.00 - \$13,381.00 / Month	<b>BULLETIN ID:</b>	08072008_9

### POSITION DESCRIPTION

Under the direction of the Receiver, the Activation Team Superintendent of Corrections Services has responsibility and full accountability for all facility-specific activation related activities at one of the Receiver's seven new health care facilities and eventually, will be considered to serve as the permanent Superintendent of that facility. The incumbent is charged with creating and managing an organizational structure with new policies and protocols to carry out the Receiver's objectives as described in the Turnaround Plan of Action. During the planning, design, construction, and activation phase of each new facility, this position will be directly responsible for program planning, staff planning and selection, and will directly supervise the physical outfitting and other preparations necessary to make the facility fully operational, provide onsite oversight to the architectural and construction activity. Upon activation, it is anticipated that this position will serve as the principal policy maker and program chief for all custody activities in the new facility.

7 POSITIONS WILL BE ESTABLISHED AT THIS LEVEL.

CURRENTLY, ONE VACANCY IS BEING FILLED IN THE FOLLOWING LOCATION:

SAN DIEGO

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

#### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

### **Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## **SPECIAL REQUIREMENTS**

The Activation Team Superintendent of Corrections Services CEA is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

### **PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections and Rehabilitation background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.

Ability to analyze complex problems and recommend and/or implement an effective course of action.

Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with top level administrators, staff, the public, other law enforcement and governmental

agencies.

Knowledge of the California Prison Health Care's organization, goals, functions and policies; and an understanding of State administrative, legislative and budgetary procedures, and current management trends, including customer service, business organization and operations, and project management.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

*The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:*

Activation Team Superintendent of Corrections Services - 7 CEA positions will be established.

### **FILING INSTRUCTIONS**

#### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

#### **Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Selection Services  
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038  
Allison Sanjo | 916-445-1694 | [allison.sanjo@cdcr.ca.gov](mailto:allison.sanjo@cdcr.ca.gov)

### **ADDITIONAL INFORMATION**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filling date to Plata Human Resources, located at 501 J Street, Suite 350, Sacramento, CA.

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to

their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>